



POSITION: Club Secretary and Assistant Secretary

OVERVIEW:

The Club Secretary provides the administrative support for the club including keeping minutes for all club meetings.

The duties and responsibilities are to:

- Ensure all information received from National Office is communicated to all members.
- Receive and respond to correspondence - mail and email.
- Collect mail weekly and especially before each Committee and Club Meetings.
- Prepare meeting Agenda and record Minutes for Committee and Club meetings (including AGM which Minutes are to be ratified at following AGM).
- Maintain an up to date and accurate register of members' details.
- Inform National Office of new membership and changes to membership.
- Be familiar with the Club Handbook.
- Maintain a Petty Cash Account in consultation with the Treasurer.
- Note amendments to policies and procedures and keep copies of current documentation on file.
- Forwards copies of minutes, including the Treasurer's report, to National and Zone Councillor

NOTE:

It is up to the Club Secretary and Assistant Secretary to allocate the tasks between them. However, both need to be familiar with the overall position description in the event of either being absent or unable to continue in the position.

Remember - everything discussed at a committee meeting is CONFIDENTIAL and stays in committee. It should not be reported outside the meeting except to the Zone and National Councillor if considered necessary by the committee.